Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6

CONFIDENTIAL

Security Information

DD TR(G) File copy

Executive Assistant to DCI

12 October 1953

Director of Training

Weekly Summary Report

1. An instructional booklet, Your Career, for Clerical Refresher Courses in the Office of Training, was completed and distributed. This booklet was prepared as a teaching device for use in the Clerical Refresher Course, OTR, with a design utilizing color and cartoons to interest secretarial students in the routine tasks of their positions and to stimulate self-improvement on the "extras" and refinements of their responsibilities.

25X1

2. Editing was completed on the Catalogue of Courses, OTR, and it was submitted to the Reproduction Division for printing. Date of completion will be 19 October 1953.

[redacted]

4. The course in Staybehind Operations, whichhas been extended to include a week of practical application, is scheduled to begin Monday, 12 October 1953, with only the minimum enrollment requisite for the conduct of this course. Due to a cancellation after the close of registration, there was doubt whether the course could be offered on the announced date; however, the Office of Communications put in an added student to bring enrollment back up to the minimum level required.

5. [redacted] of the Reading Improvement Branch has conferred with the Training Liaison Officer, FE, concerning the establishment of a Reading Improvement Training Course in [redacted] The Training Liaison Officer will furnish a more detailed estimate of the training requirement including the size of the class and the equipment needed.

25X1

25X1

DOC 4 REV DATE 6/12/80 BY [redacted]
ORIG COMP ___ OPI 11 TYPE ___
ORIG CLASS S PAGES 4 REV CLASS C
JUST 2c NEXT REV 1989 AUTH: HR 10-2

MORI/CDF

Security Information CONFIDENTIAL

25X1

Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6

Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6

6. The [redacted] Course will be given in two sessions in order to accommodate a large number of applicants. The first session will be 12-23 October with eight persons attending and the second, from 26 October to 6 November with five persons attending. A short briefing by Messrs. [redacted] and [redacted] OTR, will be conducted for the first group on Monday, 12 October at 8:45 in 1310 I Building. 25X1 25X1 25X1

7. The [redacted] proposal to conduct a summer school program next year on Africa has been announced to the various offices of the Agency. 25X1

8. Enrollments in Training courses for the week of 1 to 7 October 1953:

A. Students presently in full-time OTR courses in CIA installations:

1. Basic Intelligence

a. BIC(I) #13	54
b. BIC(I) #14	31
c. Phase II, #4	74
d. Phase III, #4	50
e. Administrative Support #4	46

2. Specialized

a. [redacted]	16
b. [redacted]	15
c. [redacted]	13
d. Air Operations #5	11
e. Special Projects	9
f. Covert Training	15

25X1

3. Clerical

a. Clerical Induction Training	15

TOTAL FULL-TIME OTR COURSES 349

B. Students presently in part-time OTR courses in CIA installations:

1. Basic Intelligence

a. CIA Indoctrination	37	
b. Reading Improvement Course #13		
ERP Personnel - 30		
Other Agency Personnel - 35	65	102

Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6

Approved For Release 2006/07/19 : CIA-RDP[redacted]00037A000100070004-6

CONFIDENTIAL

2. Management			
a. Human Resources Program			10
3. Clerical			
a. Clerical Induction Training		34	
b. Clerical Orientation Course #70		20	54
4. Language and Area			
a. CIA Language Laboratory			
Regular		63	
Self-study		106	169
TOTAL PART-TIME OTR COURSES			335
C. Students presently in full-time external training:			
1. Defense Schools			
a. Weapons Orientation Course		1	
b. Air Weapons Orientation Course		1	
c. Air War College		1	
d. Armed Forces Staff College		1	
e. Army War College		1	
f. Intelligence Staff Officers Course		1	
g. Industrial College of the Armed Forces		1	
h. National War College		3	
i. Naval War College		1	11
2. Officers Candidate School			
a. Army		16	
b. Air Force		9	
c. Navy		12	
d. Marines		3	40
3. Language and Area			
a. Program A		2	
b. Program C		3	
c. Program G		5	
[redacted]		6	
		7	
		4	
		4	
h. Miscellaneous Area and Language		3	
i. Miscellaneous Area Courses		1	35

25X1

CONFIDENTIAL

Approved For Release 2006/07/19 : CIA-RDP[redacted]00037A000100070004-6

Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6
CONFIDENTIAL
Security Information

4. Management

a. Harvard 1

5. Miscellaneous 2

TOTAL FULL-TIME EXTERNAL TRAINING 90

D. Students presently in part-time external training:

1. Defense School Lectures

a. Industrial College of the Armed Forces 9

2. Language and Area

25X1

[redacted] 21

37

1

13

e. Miscellaneous Language 35

f. Miscellaneous Area Language 2 109

3. Clerical

a. IBM 7

4. Miscellaneous 24

TOTAL PART-TIME EXTERNAL TRAINING 159

GRAND TOTAL - 933

E. During the week, three requests for exemptions were approved: two for EIC(I) from ORR and one for EIC(CS) from PM.

SIGNED

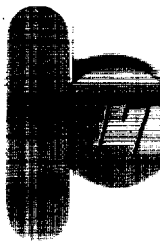
MATTHEW BAIRD

MBrop

cc: DD/P
DD/I
AD (Comm)

SECRET CONFIDENTIAL
Security Information
Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6

Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6



Approved For Release 2006/07/19 : CIA-RDP55-00037A000100070004-6